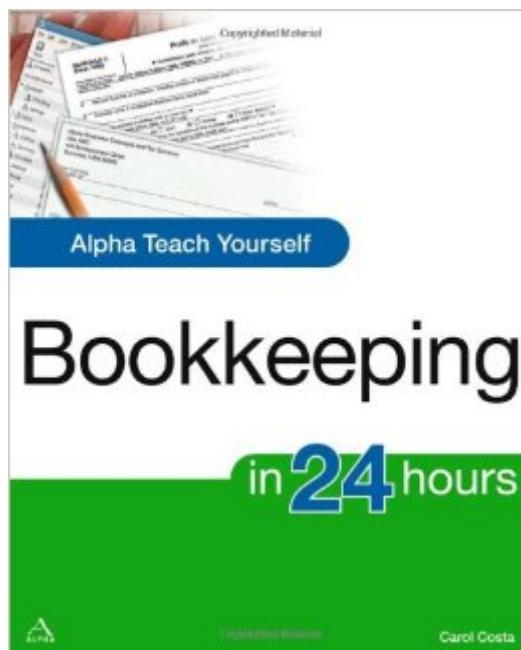


The book was found

Alpha Teach Yourself Bookkeeping In 24 Hours (Alpha Teach Yourself In 24 Hours)



Synopsis

One day to bookkeeping success. Since many small businesses leave the all-important job of bookkeeping to someone on the staff with no training, there is a demand for this easy, authoritative how-to on the subject. Readers will find principles and procedures adapted to suit the needs of various types of business operations-from retail to entertainment to financial institutions.

Book Information

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Average Customer Review: 4.3 out of 5 starsÂ See all reviewsÂ (15 customer reviews)

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Customer Reviews

I know absolutely nothing about bookkeeping. I've skimmed through similar books at the bookstore, but often times the more I'd read, the more I'd get lost and confused. This book approaches the subject differently and starts out in a logical order and takes you through each step of bookkeeping very successfully. I highly recommend this book for beginners.

When faced with the hard truth of dealing with numbers for your business, you can either hire someone to do it for you - easy, but expensive - or learn to do it yourself. "Alpha Teach Yourself Bookkeeping in 24 hours" will educate you on how to be a competent bookkeeper for your small business in a crash course of twenty four hours of education teaching you to Establish a bookkeeping system that's in compliance with general principles, reviewing money saving tax strategies, processing payroll reports correctly, and finding the best software, among other invaluable information. "Alpha Teach Yourself Bookkeeping in 24 hours" is essential to business community library collections and for any small business owner just starting out.

I've purchased several 'accounting' books, and I found that each one is written on a vastly different level, both in writing technique as well as content. Although both the writing technique and content is simplistic in this book, what I liked about it is that the author really concentrates on the 'bookkeeping' aspects rather than the more complicated accounting (which many other books do). I also liked that the book is divided into 'hourly' session, making it easy to complete. I've learned more about bookkeeping with this book than I did in my "accounting 101" class for which I received an A+.

I needed to refresh my distant memory of bookkeeping and this book was the right choice. It gives easy to understand information; clear and concise. The illustrations are a big plus. I used the book as a guide for developing spreadsheets on the computer for a small business. Eventually, we will purchase an appropriate software package but in the meantime the book helped me organize receipts and maintain records from purchase to remodeling to opening the business. I searched for bookkeeping/accounting books and this book was the best I found to fit my needs.

Well I have not learned bookkeeping in 24 hours, however I found this book to be very very comprehensive and would recommend it to anyone that wanted to learn bookkeeping or brush up on their bookkeeping skills. It takes me approximately two hours to go through each chapter but keep in mind I highlighted and take notes etc. Of the bookkeeping books that I have reviewed this is the best.

Many office workers or small business owners find themselves in the position of having to learn to keep books while on the job. A nerve wracking place to be! This book offers just the basics, and it can't address specific problems or teach you to use an accounting software system, but it gives a practical outline and tips for how to implement good practices with your books. I've read several accounting books and generally they start out with the theory on double entry accounting or what a profit and loss statement is, but this book gets into the details of how you actually do a double entry booking. The one chapter I found a bit confusing was the chapter on banking. I still don't get why a credit means a debit and a debit means a credit in banking journal entries. It's just one of those things you have to learn- it is the way it is. The chapter on payroll helped me out of a jam at work, by helping me understand the foundation of how my predecessor had booked payroll. The advice on taxes is especially good to remember. All in all, you'll probably need more than this book to be a

capable bookkeeper, but this provides an excellent beginner to intermediate foundation.

This covers day to day operations for bookkeeping in a very practical format. The payroll portion has not been updated for online submission of payroll taxes due and online filing of returns, and hopefully that will be updated. I've looked at many bookkeeping books and this is, so far, the best I've seen in explaining step by step what to do.

A couple of things, I didn't agree with. Not much time spent on Debits vs Credits. But over all very well written.

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